



UNIVERSITY OF
MARY WASHINGTON

STUDENT HANDBOOK

2009-10

COLLEGE OF ARTS AND SCIENCES



UNIVERSITY OF MARY WASHINGTON *Mission Statement*

The University of Mary Washington is committed to being a premier public institution of higher education, cultivating an environment of academic excellence, fostering lifelong learning, pursuing knowledge, and providing service to its constituent communities. UMW provides the framework within which multiple colleges, schools, and affiliated organizations can accomplish their distinctive purposes. The university will be responsive to the changing needs of the student populations and the communities in which it thrives. All members of the UMW community – students, faculty, and staff – are expected to participate in service to the institution and encouraged to engage in service to the larger community and to society.

The UMW undergraduate residential College of Arts and Sciences, Mary Washington College, on the Fredericksburg Campus emphasizes excellence in liberal learning through freedom of inquiry, personal responsibility, and intellectual integrity. Instructional and experiential programs provide students a strong general education, an understanding of their responsibilities as citizens in the broader diverse community, and the skills necessary for creative and productive lives. To achieve these

goals, the college requires its undergraduates to pursue broad studies in the arts, the humanities, and the sciences as a necessary supplement to a concentration in a particular field. The college regards the provision of high-quality instruction as its most important function. Through an active and professionally engaged faculty, the college supports ongoing research appropriate to the development of student abilities and faculty interests. It especially encourages the participation of undergraduates in research.

The UMW College of Graduate and Professional Studies on the Stafford Campus supports lifelong learning, professional advancement, and regional economic development by providing accessible quality education tailored to the needs of adult learners, professionals, and members of the business community. The college values integrity, open-mindedness, and fairness and has excellence in teaching as its highest priority. Faculty members actively participate in the applied, intellectual, and scholarly developments of their academic disciplines and emphasize the integration of theory and practice in the classroom.

– Approved by the University of
Mary Washington Rector and
Board of Visitors, July 16, 2004

STATEMENT OF COMMUNITY *Values*

The University of Mary Washington is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual. We hold among our foremost common values:

- The importance of personal integrity as reflected in adherence to the Honor Code
- The right of every individual to be treated with dignity and respect at all times
- The appreciation of and respect for cultural diversity in our community and adherence to the UMW Statement of Nondiscrimination
- The freedom of intellectual inquiry in the pursuit of truth

As members of the UMW community, we refuse to tolerate behavior that in any way compromises or threatens these values.

*– Revised by the Board of Visitors,
Mary Washington College, May 10, 1991*

STATEMENT OF *Nondiscrimination*

UMW is committed to the concept that all people shall have an opportunity to develop and work to the limits of their ability. UMW does not discriminate on the basis of race, color, religion, physical disability, national origin, political affiliation, marital status, sexual orientation, sex (except in housing), or age in admitting and housing students, awarding grades, or in employing and promoting faculty and staff members. It is expected that each student who enrolls and each employee at UMW will uphold these ideals of equality.



OFFICIAL SEAL

University of Mary Washington



The official seal of the University of Mary Washington reflects its founding year, 1908, and the UMW motto, “Pro Deo Domo Patria,” which translated, means For God, Home, and Country. The open book is symbolic of the importance of academic quality at the institution. Use of the seal is reserved for graduation insignia and other formal, ceremonial occasions.

ALMA *Mater*

All hail, dear Alma Mater,
We sing our praise to you.
High on Marye’s Hilltop,
You stand forever true.
Born in truth and honor,
You ever more shall be,
The model of our future years,
And all eternity.

Whene’er we have to leave you,
We never will forget,
The lessons you have taught us,
And all the friends we’ve met.
And we your sons and daughters,
Will hold your name on high,
So here’s to Mary Washington;
Our love will never die.

– Irene Taylor ’47

– Jean Crotty ’47

UNIVERSITY *Colors*

Navy Blue, Gray, and White



UNIVERSITY *Mascot*

Eagle



UMW ALERT *System*

The UMW Alert Network at _____ allows UMW community members to register their email, cell phone, pager, or Blackberry to receive information from UMW in an emergency. UMW Alert will provide updates, instructions on where to go, what to do, what not to do, who to contact, and other important information. UMW also uses an outdoor warning system to alert campus members of any situation warranting movement to a safe indoor location.

UMW also uses blue light phones outdoors and red telephones indoors to be used for emergency assistance. Emergency assistance from University Police can also be received by calling 540/654-4444.

OFFICIAL *Communication*

To have a question answered by phone, dial any of the following four-digit numbers using an on-campus phone. From a cell or off-campus phone, dial area code/prefix-extension, unless otherwise noted. For example, UMW extension 5555 becomes 540/654-5555. Official UMW communication may be done through email or by UMW mail services.

Click on any of the **red websites** to go to those webpages.

QUESTIONS ABOUT	OFFICE	LOCATION	WEB SITE	PHONE NUMBER
AA/EEO	Human Resources	Fairfax House	umw.edu/hr	x1046 TTY 1104
Absence from class	Academic Services	Lee Hall 206	umw.edu/acservices	x1010
Academic policies/exception	Academic Services	Lee Hall 206	umw.edu/acservices	x1010
Academic record	Registrar	Lee Hall 206	umw.edu/registrar	x1063
Accidents	University Police	Brent House	umw.edu/police	x1025
ADA compliance	Disability Services	Lee Hall 401	umw.edu/disability	x1266
Address change	Registrar	Lee Hall 206	umw.edu/registrar	x1063
Admissions	Admissions	Lee Hall 301	umw.edu/admissions	x2000 TTY 1105
Apogee – network and cable	Apogee	G.W. 27 (Lower)	apogeenet.net	877-478-8808
Athletics	Athletics	Goolrick 106	umw.edu/athletics	x1039
Audio-visual equipment				
Faculty/staff	Dodd Auditorium	GW, Dodd Auditorium	umw.edu/dodd	x1235
Classroom use	DOIT Help Desk	GW 027	umw.edu/doit	x2255
Dodd	Dodd Auditorium	GW, Dodd Auditorium	umw.edu/dodd	x1235
Student events	Student Activities and Community Services	Seacobeck, lower level	umw.edu/osacs	x1061
Bachelor of liberal studies	BLS Program	Lee Hall 437	umw.edu/cas/bls	x1120
Bills	Student Accounts	Lee Hall 206	umw.edu/studentaccounts	x1250
Books	Bookstore	Lee Third Floor	umw.edu/bookstore	x1017
Calendar			umw.edu/calendar	
Campus Recreation	Campus Recreation	Fitness Center	umw.edu/recreation	x1732
Career Services	Career Services	Lee Hall 308	umw.edu/careerservices	x1022
Community Services	Seacobeck Lower		umw.edu/osacs	x1061
Copy services	Copy Center	Seacobeck Lower	umw.edu/copies	x1935
Counseling and Psychological Services	Counseling and Psychological Services	Lee Hall 106	umw.edu/cas/psychservices	x1053
Crime/crime prevention	University Police	Brent House	umw.edu/police	x1025
Dean of Student Life	Dean of Student Life	Marye House	umw.edu/studentlife	x1200
Declaring a major	Academic Services	Lee Hall 206	umw.edu/acservices	x1010
Dining	UMW Dining Services	Seacobeck Hall	umwdining.com	x2127
Disabilities	Disability Services	Lee Hall 401	umw.edu/disability	x1266
Drop/add & other course changes	Registrar	Lee Hall 206	umw.edu/registrar	x1063
EagleOne Card (Fredericksburg)	EagleOne Center	Lee Hall 110	umw.edu/eagleone	x1005
EagleOne Card (Stafford)	Stafford Campus	Front desk	umw.edu/eagleone	540/286-8000
Emergencies (Fredericksburg)	University Police	Brent House	umw.edu/police	x4444
Emergencies (Stafford or Centre Court)				911

QUESTIONS ABOUT	OFFICE	LOCATION	WEB SITE	PHONE NUMBER
Emergency closing	University Relations and Communications	Centre Court 104	umw.edu/news	x2424
Emergency management	Public Safety	Brent House	umw.edu/publicsafety	x1234
Facilities	Maintenance	Physical Plant	umw.edu/facilities	x1047
	<i>Maintenance work order system online at eaglelink.umw.edu</i>			
Facility scheduling				
Faculty/staff	Conferences & Events	Brent House	umw.edu/visitors/events	x1097
Student events	Student Activities and Community Services	Seacobeck Lower	umw.edu/osacs	x1061
Fax services	Copy Center	Seacobeck Lower	umw.edu/copies	x1935
Fees	Student Accounts	Lee Hall 206	umw.edu/studentaccounts	x1250
Financial aid	Financial Aid	Lee Hall 206	umw.edu/financialaid	x2468
Fire safety	Public Safety	Brent House	umw.edu/publicsafety	x1234
Fitness Center	Campus Recreation	Fitness Center	umw.edu/recreation	x1732
Grade reports	Registrar	Lee Hall 206	umw.edu/registrar	x1063
Graduate and professional studies	CGPS	Front Desk	umw.edu/cgps	540/286-8000
Health Center	Health Center	Lee Hall 112	umw.edu/healthcenter	x1040
				TTY 1103
Health insurance	Health Center	Lee Hall 112	umw.edu/healthcenter	x1040
				TTY 1103
Help Desk	Help Desk	G.W. 27	umw.edu/technology	x2255
Honor Council	Honor Council	Mercer Hall 205	students.umw.edu/~honor	x1144
Housing	Residence Life	Marye House	umw.edu/residencelife	x1058
				TTY 1090
Illness	Health Center	Lee Hall 112	umw.edu/healthcenter	x1040
				TTY 1103
Info Hotline (weather closings)	University Relations and Communications	Centre Court 104	umw.edu/universityrelations	x2424
Information	University Switchboard			x1000
Information Desk	OSACS	Woodard Campus Center		x1211
Information Technologies	Information Technologies	George Washington 305	umw.edu/doiit	x2255
Insurance	Health Center	Lee Hall 112	umw.edu/healthcenter	x1040
				TTY 1103
Institutional research	Planning, Assessment, and Institutional Research	G.W. 307	umw.edu/opair	x1048
Intramurals	Campus Recreation	Fitness Center	umw.edu/recreation	x1732
Internships	Career Services	Lee Hall 309	umw.edu/careerservices	x1022
Interviews/recruiters	Career Services	Lee Hall 309	umw.edu/careerservices	x1022
International students	International Academic Services	Lee Hall 436	umw.edu/international	x1261
James Farmer Multicultural Center	James Farmer Multicultural Center	Lee Hall 211	umw.edu/multicultural	x1044
James Farmer Scholars	James Farmer Scholars Program	Lee Hall 201	umw.edu/jfscholars	x2119
Judicial Affairs	Judicial Affairs and Community Responsibility	Marye House	umw.edu/judicialaffairs	x1660
Judicial Review Board	Judicial Review Board	Mercer Hall 204	students.umw.edu/~judicial	x1142
Leave of absence	Registrar	Lee Hall 206	umw.edu/registrar	x1063
Library	Simpson Library	Simpson Library	umw.edu/library	x1125
Lost and found	University Police	Brent House	umw.edu/police	x1025
Mail	University Post Office	Woodard Campus Center	umw.edu/mail	x1049
Maintenance	Maintenance	Physical Plant	umw.edu/facilities	x1047
	<i>Work order system online at eaglelink.umw.edu</i>			
(Emergency after hours)	University Police	Brent House	umw.edu/police	x1025
(Residence hall)	Residence Life Staff		umw.edu/residencelife	x1058
				TTY 1090
Majors	Academic Services	Lee Hall 206	umw.edu/acservices	x1010
Meal plans	Student Accounts	Lee Hall 206	umw.edu/studentaccounts	x1250

QUESTIONS ABOUT	OFFICE	LOCATION	WEB SITE	PHONE NUMBER
Media relations/news	News and Public Information	Centre Court 104	umw.edu/news	x1055
Parking	University Police	Brent House	umw.edu/police	x1025
Police (Emergency)	University Police	Brent House	umw.edu/police	x4444
(Non-Emergency)	University Police	Brent House	umw.edu/police	x1025
Recreation	Campus Recreation	Fitness Center	umw.edu/recreation	x1732
Recycling	Recycling at UMW	Physical Plant	umw.edu/recycle	x2088
Registration	Registrar	Lee Hall 206	umw.edu/registrar	x1063
Research assistance	reference librarian	Simpson Library	umw.edu/library	x1148
Residence Life	Residence Life	Marye House	umw.edu/residencelife	x1058 TTY 1090
Résumé help	Career Services	Lee Hall 309	umw.edu/careerservices	x1022
Room assignments (residence halls)	Residence Life	Marye House	umw.edu/residencelife	x1058 TTY 1090
Room reservation				
Faculty/staff	Conferences and Events	Brent House	umw.edu/visitors/events	x1097
Student events	Student Activities and Community Services	Seacobeck Lower	umw.edu/osacs	x1061
Safety Escort Service	University Police	Brent House		x1025
Sexual Assault Services				
Counseling and Psychological Services		Lee Hall 106	umw.edu/psychservices	x1053
Dean of Student Life		Marye House		x1200
Health Center		Lee Hall 112	umw.edu/healthcenter	x1040 TTY 1103
Judicial Affairs		Marye House		x1660
Residence Life Staff		Main office in Marye	umw.edu/residencelife	x1058 TTY 1090
University Police		Brent House	umw.edu/police	x4444
Rappahannock Council Against Sexual Assault		(off-campus, non-profit)	rcasa.org	540/371-1666
Speaking Center	Speaking Center	Combs Hall 107	umw.edu/speaking	x1347
Sports Information Hotline	Athletics	Goolrick 106	umw.edu/athletics	x1UMW (1869)
Student Accounts		Lee Hall 206	umw.edu/studentaccounts	x1250
Student Activities and Community Services (OSACS)		Seacobeck Hall	umw.edu/osacs	x1061
Student conduct	Judicial Affairs and Community Responsibility	Marye House	umw.edu/judicialaffairs	x1660
Student employment	Dining Services	Seacobeck Hall	umwdining.com	x1029
	Financial Aid	Lee Hall 206	umw.edu/financialaid	x2468
Student Government Association	Student Government Association	Seacobeck Hall	studentgov.umwblogs.org	x1150
Student Life	Dean of Student Life	Marye House	umw.edu/studentlife	x1200 TTY 1090
Student Transition Program	Academic Services	Lee Hall 206	umw.edu/acservices	x1010
Study skills workshops	Academic Services	Lee Hall 206	umw.edu/acservices	x1010
Study abroad	International Academic Services	Lee Hall 436	umw.edu/international	x1261
Substance abuse services	Counseling and Psychological Services	Lee Hall 106	umw.edu/psychservices	x1053
Summer courses	Registrar	Lee Hall 206	umw.edu/registrar	x1063
Summer housing	Residence Life	Marye House	umw.edu/residencelife	x1058 TTY 1090
Testing (CLEP, PRAXIS, etc.)	Stafford Campus	Front desk	umw.edu/eagleone	540/286-8015
Transcripts	Registrar	Lee Hall 206	umw.edu/registrar	x1063
Transfer credits	Registrar	Lee Hall 206	umw.edu/registrar	x1063
Tutoring	Academic Services	Lee Hall 206	umw.edu/acservices	x1010
Volunteering	Community Outreach and Resources (COAR)	Seacobeck Lower	umw.edu/coar	x1802
Withdrawal from UMW	Registrar	Lee Hall 206	umw.edu/registrar	x1063
Writing Center	Writing Center	Trinkle Hall 107A	umw.edu/writing	x1036

BECOME *Involved!*

UMW strives to provide students with opportunities for development, leadership, and personal success in an environment that fosters growth.

There are more than 115 university organizations covering a wide variety of interests – varsity and club sports, professional and honor organizations, as well as opportunities to create new, unique organizations.

Visit umw.edu/publications/catalog_cas_mwc/studentlife for additional information on ways to be involved at UMW.

For a full club listing and for information on forming an organization, see the Office of Student Activities and Community Service's web site at umw.edu/osacs.

Involvement = Success!



ATHLETICS

Athletic competition is available through 22 varsity sports and a dozen club sports; UMW offers facilities to suit a number of interests. For more information, visit the Athletics web site at umw.edu/athletics.



INTER-HONORARY *Association*

UMW has a number of professional and academic honor associations, including:

ASSOCIATION	MISSION	ADVISOR
Alpha Phi Sigma	encourages learning and community service, recognizing high scholastic achievement	Rosemary Barra
Alpha Psi Omega	encourages excellence in theater and production, recognizing outstanding achievement	Gregg Stull
Alpha Sigma Lambda	association for bachelor of liberal studies students demonstrating academic excellence	Michael L. Howard
Athletic Honor Roll	recognition of athletes and varsity teams for academic excellence.	Clint Often
Chi Beta Phi	national scientific honorary	Deborah Zies
Eta Sigma Phi	national classics honorary fraternity	Liane R. Houghtalin
Gamma Theta Upsilon	international geography honorary	Dawn S. Bowen
Kappa Delta Pi	recognizes honor students who plan to teach.	Thomas D. Fallace
Lambda Iota Tau	recognizes and promotes interest in literary achievement.	Teresa A. Kennedy
Mortar Board	encourages scholarship and leadership to provide service, to emphasize advancement of the status of students, and to support the ideals of the university.	David A. Rettinger
Mu Phi Epsilon	national honorary music fraternity	David J. Long
National Society of Collegiate Scholars	recognizes academic excellence and promotes scholarship, leadership, and service	Raymond S. Tuttle
Omicron Delta Epsilon	national economics honorary society	Robert S. Rycroft
Phi Alpha Theta	national history honorary society	William B. Crawley Jr.
Phi Beta Kappa	recognizes achievement of humane learning	Robert S. Rycroft and Mindy J. Erchull
Phi Sigma Iota	national honorary modern foreign language fraternity	Maria Isabel Martinez-Mira
Pi Gamma Mu	national social science honorary	Bradley A. Hansen
Pi Mu Epsilon	mathematics honorary	Suzanne Sumner
Pi Sigma Alpha	recognizes scholastic standing and stimulating scholarship and intelligent interest in political science, international relations, public administration, and government	Rosalyn L. Cooperman
Psi Chi	national society in psychology	Mindy J. Erchull
Sigma Beta Delta	national honor society for business, management, and administration	Galen F. deGraff
Sigma Pi Sigma	honorary section for physics students	Susan C. Matts
Upsilon Pi Epsilon	international honor society for the computing sciences	Jennifer A. Polack
Who's Who Among Students in American Universities and Colleges	recognizes excellence in scholarship, leadership, and service	Cedric B. Rucker

FACILITY *Scheduling*

Student organizations wanting to reserve space for on-campus activities may view the policies for room reservation and register online at umw.edu/osacs/room_reservation.

UNIVERSITY *Services*

Academic Services – Lee Hall, Room 206; 540/654-1010

Offers a variety of academic support services, including academic advising, assistance for students of color, and information about declaring a major, disability services, requesting exceptions to academic regulations and deadline, study skills workshops, tutoring, degree requirements, academic regulations, and grades. The Dictionary of Academic Regulations, a compendium of academic policies and procedures, is available to all students at the Academic Services web site at umw.edu/acservices.

Admissions – Lee Hall, Room 301; 540/654-2000

Responsible for UMW recruitment efforts, coordinating new student applications, readmitting students who have been away from UMW for three semesters or longer, and coordinating official UMW tours. umw.edu/admissions

Apogee – 877/478-8808

Provides internet services to students in the residence halls and cable television for the entire campus in a partnership with UMW. Assistance is available 24/7 at apogeenet.net and 877/478-8808.

Campus Recreation – Fitness Center; 540/654-1732

Provides opportunities for fitness, leadership, and leisure through intramural sports, group fitness classes, and the Wellness Resource Center. umw.edu/recreation

Career Services – Lee Hall, Room 308; 540/654-1022

Coordinates activities designed to assist students as they choose majors, make career plans, and seek employment. umw.edu/careerservices

Community Outreach and Resources (COAR) – Seacobeck Hall, lower level; 540/654-1061

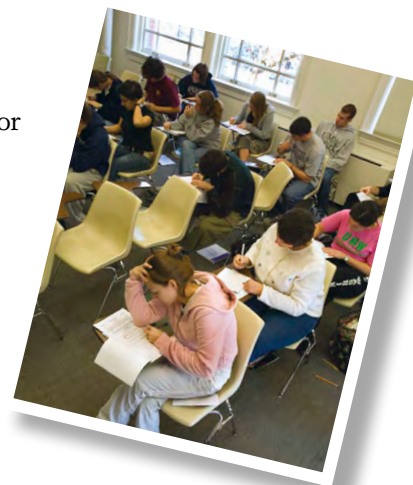
COAR is a diverse group of students serving community needs through an active exchange of service and learning while continually striving to find solutions to problems that challenge the community. COAR programs range from groups working with children, the elderly, and the homeless to those working with large non-profit organizations such as the SPCA, Big Brothers/Big Sisters, and Habitat for Humanity. Involvement in COAR prepares students for lifelong learning by providing opportunities for leadership, service, and personal growth through campus and community involvement. COAR also works with faculty in integrating service-learning into the curriculum. umw.edu/osacs/volunteer

Commuting Student Services

Commuting students are valued members of UMW and represent UMW to the local community. UMW students have a positive tradition of service and involvement on campus and in the community. Lockers are available to commuting students in Woodard Campus Center; inquire at the Information Desk. During severe weather, commuting students may contact the Office of Residence Life for assistance in obtaining temporary housing, when available. Students may obtain meal plans and Health Center services for a fee by contacting the Student Accounts office.

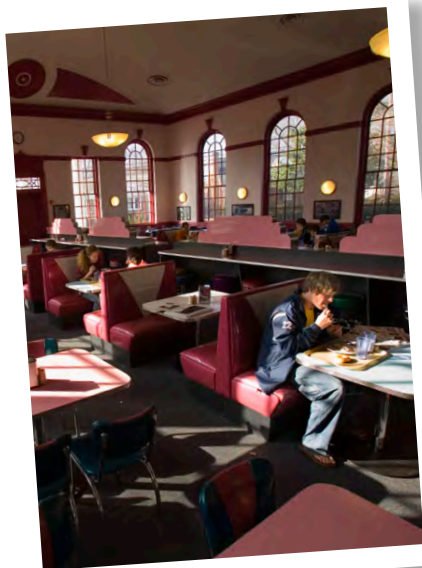
Copy Center – Seacobeck Hall, lower level; 540/654-1935

Provides copying, faxing, laminating, binding, shredding, digital processing services, personalized stationery, and a wide variety of paper choices. It also provides coin-operated copiers in Simpson Library, Combs Hall lobby, and outside the Writing Center in Trinkle Hall. The Copy Center is open Monday through Thursday, 8 a.m. to 7 p.m. and Friday 8 a.m. to 5 p.m. umw.edu/copies



Counseling and Psychological Services (CAPS) – Lee Hall, Room 106; 540/654-1053.

Staffed by licensed clinical psychologists experienced in helping students with a range of personal problems and complex challenges in their lives through individual evaluation, short-term individual and group therapy, consultation, crisis intervention, and, when appropriate, referral to other local mental health resources. CAPS also provides literature on a variety of mental health and wellness topics. umw.edu/psychservices



Dining Services

The Sodexo Company provides on-campus dining in Seacobeck Hall, the Eagle's Nest in the Woodard Campus Center, and in the Underground in Lee Hall. For more information on hours and meal plan options, visit umwdining.com or call 540/654-2233. Dining Services also provides catering services on and off campus. More information is available at umwcatering.com or by calling 540/654-1930.

Dining Hall Rules:

- EagleOne Cards must be presented for admission into Seacobeck Hall dining areas.
 - Improper use of an EagleOne Card is a violation of the Honor Code; examples are loaning out one's card or using someone else's card.
 - Food served in Seacobeck Hall is to be consumed in dining areas. Take-out containers are available at the cashier's stand but are not available to those on the "super" meal plan. No utensils, serving dishes, or other equipment may be removed from Seacobeck Hall without permission.
 - Second servings are permitted except on premium meals.
 - Shoes and shirts must be worn at all times.
- Seacobeck will be open ONLY during eating hours and will close one-half hour after the last serving line closes.
 - No guest will be permitted to eat unless proper payment has been made or a valid EagleOne Card has been presented. Abuse of guest privileges will result in immediate disciplinary action.
 - Malicious mischief and/or destructive conduct may result in loss of dining hall privileges and referral to Judicial Affairs.

Dining Hall – Presidential Advisory Committee

Promotes maintenance of high quality food service and dining facilities at UMW. Student appointments are made by the Student Government Association. All students are encouraged to participate. Check umwdining.com for meeting times and locations.

Disability Services – Lee Hall, Room 401; 540/654-1266.

Disability Services is committed to providing equal and integrated access for students with disabilities to all of the academic, social, cultural, and recreational programs the university offers. The office coordinates reasonable and appropriate accommodations to qualified students with disabilities. Students must provide professional documentation of a substantially limiting condition and discuss appropriate accommodations with the Director of Disability Services. Documentation guidelines can be found on the Disability Services web site at umw.edu/disability or in the office. A student who believes his or her rights as defined by the Americans with Disabilities Act have been violated may follow the Student Grievance Procedure (p. 14).



EagleOne Center – Lee Hall 110; 540/654-1005

Students are required to acquire and carry an EagleOne Card – the most important card a student will have at UMW. The card is used for ID and access to UMW facilities and events. It can also be used as a debit card at various off-campus businesses and UMW vendors. Money can be added at eagleone.umw.edu, Cashier's Office, the UMW Bookstore, or the EagleOne Center. The card is UMW property and is not transferable, nor can it be loaned. Falsification and/or loaning of the card is an Honor Code offense. The fee for replacing an EagleOne card is \$20. A student who withdraws from the university must surrender his or her card to the Office of the Registrar. umw.edu/eagleone





Financial Aid – Lee Hall 206; 540/654-2468

Each year, UMW administers more than \$18 million in financial assistance, including educational loans totaling \$14 million, for students at both the Fredericksburg and Stafford campuses. Through a comprehensive program of grants, scholarships, loans, and student employment from federal, state, institutional, and private resources, the Office of Financial Aid strives to assist applicants with various aid sources to pay for college expenses. UMW offers many opportunities for student financial aid: scholarships, grants, loans, and student employment. A student must fill out a FAFSA form to be considered for aid. umw.edu/financialaid

Health Center – Lee Hall 112; 540/654-1040

The UMW Student Health Center is committed to facilitating the academic and co-curricular education of students by providing convenient, effective, and high quality health and medical services. The center offers diagnosis and treatment of common medical problems, an allergy injection clinic, a weekly birth control/women's clinic, the Mary Gilson Memorial Self-Care Center, and a small pharmacy of common medications prescribed by the UMW physician and nurse practitioner. Appointments and walk-ins are accepted. Use of the Health Center is included in the cost of room and board for residential students. Off-campus students may be eligible for services by paying a per-semester fee at Student Accounts. The Health Center does not issue medical excuses for missed classes.

NOTE: Incoming students are required to have a Health History/Immunization/Tuberculosis Screening form on file, available at umw.edu/healthcenter. Medical records are confidential and will not be released without the written permission of the student or a court order. Student health insurance information is also available at the web site umw.edu/healthcenter. Medical emergencies at times when the Health Center is closed should be handled by contacting a Residence Life staff member, HealthLink (540/741-1000), University Police (540/654-4444), or by calling 911.

Information Technologies – George Washington Hall, Ground Floor; 540/654-2255

IT comprises all of the central information technology and institutional data offices at the University of Mary Washington. IT also provides security, confidentiality, and privacy related to its information technology resources. For more on UMW's approach to IT security, visit umw.edu/policies/itsecurityprogram. The main IT web site is umw.edu/doit.



International Academic Services – Lee Hall, Room 436; 540/654-1870

International education seeks to build a community of students, faculty, and staff that can engage effectively, knowledgeably, and responsibly to a rapidly changing global community. The goal of international education at UMW is to create, sustain, and assess intercultural engagement through informative and transformative programs and experiences. IAS provides information on study abroad opportunities and assistance for international students. In addition to UMW study abroad programs, students desiring an educational experience abroad may select from a variety of programs offered by other universities and providers. UMW students may study abroad for a semester, academic year, summer, or during the spring and winter breaks and earn academic credits toward graduation requirements. umw.edu/international

James Farmer Multicultural Center – Lee Hall, Room 211; 540/654-1044

Named for civil rights leader and UMW Distinguished Professor of History and American Studies James Farmer, the center welcomes students from all ethnic and cultural backgrounds. Drop by to visit and learn what is going on. The center's most important goal is to enhance students' educational experiences at UMW by increasing awareness and knowledge of diversity issues that impact the individual and the community; these include cultural, ethnic, intellectual, and social issues.

Because of its belief that being engaged is important, the James Farmer Multicultural Center supports underrepresented students and organizations with an ethnic focus. The center also assists in the development and implementation of programs for minority students and promotes cultural diversity. umw.edu/multicultural

Judicial Affairs and Community Responsibility – Marye House; 540/654-1660

The Office of Judicial Affairs and Community Responsibility (OJACR) works with issues of student conduct on campus. The office educates students about their responsibilities and their rights within the UMW community. Behavioral expectations at UMW are based on several factors, including local, commonwealth, and federal law; student well-being; the development of interpersonal skills necessary for successful relationships with other individuals; and the development of citizenship skills necessary for successful relationships with society as a whole. OJACR administers the UMW judicial system, advises the Judicial Review Board, provides programming to increase awareness of issues related to alcohol, sexual assault, and ethics; and assists students in resolving conflict. umw.edu/judicialaffairs

Mail Services – Woodard Campus Center, 540/654-1049

The UMW Post Office offers many of the same services as a U.S. Post Office. Mail is delivered Monday through Friday and the post office is open those days from 10 a.m. to 4:30 p.m. Unclaimed mail is returned to sender after 30 days. Degree-seeking undergraduate students are assigned a Woodard Campus Center mailbox, which is shared with another student; BLS students are not assigned campus mailboxes. The campus post office is one of UMW's official modes of communication, so mail sent to a student's assigned box is considered proper and adequate notification for university business. **It is the student's responsibility to check this box regularly.**

Student mailing address:

Full student name
University of Mary Washington
UMW Box No. _____
1701 College Ave.
Fredericksburg, VA. 22401-4661



Summer mail forwarding: If one wishes to have mail forwarded to another address over summer break, he or she must visit the post office and complete a campus change of address form. www.umw.edu/mail

Office of Planning, Assessment, and Institutional Research – George Washington Hall, Room 307; 540/654-1048

OPAIR is the central contact for data about UMW. The office collects, analyzes, and disseminates data and information in support of the institutional effectiveness, decision-making, and planning processes at UMW.

umw.edu/opair

Registrar – Lee Hall, Room 206; 540/654-1063

Services available in the Office of the Registrar include registration, transfer credit evaluation, final degree audit, cancellations, withdrawals, leave of absences, enrollment and degree verifications, veteran certification, and issuing of transcripts. A student's permanent academic record and application file is maintained by the registrar. The Family Educational Rights and Privacy Act (FERPA) affords students access and certain rights with regard to their educational records. FERPA information is available in the Office of the Registrar.

Directory Information may be released by UMW under the authority of FERPA, unless a student requests by May 1 of the preceding academic year via an official form through the Office of the Registrar that such information should not be made available. No student directory information is provided to any individual, company, or entity for commercial purposes unless specifically authorized by the student or approved in writing by the Office of the Registrar. Students may also voluntarily withdraw from UMW through the Office of the Registrar. umw.edu/registrar

Residence Life – Marye House; 540/654-1058

The goal of the Residence Life staff is to provide a supportive environment in which students can develop the skills and abilities needed for leadership, citizenship, and personal responsibility. This is done through intentional programming, meaningful interactions, and experiential opportunities. Residence Life facilitates an enhanced academic experience and the development of lifelong friendships through on-campus living. A successful residential experience depends upon each resident's acceptance of personal and collective responsibility and learning how each person's actions impact themselves and fellow students. Students should regularly check the Resident Life web site to keep in touch with deadlines and important information. umw.edu/residencelife

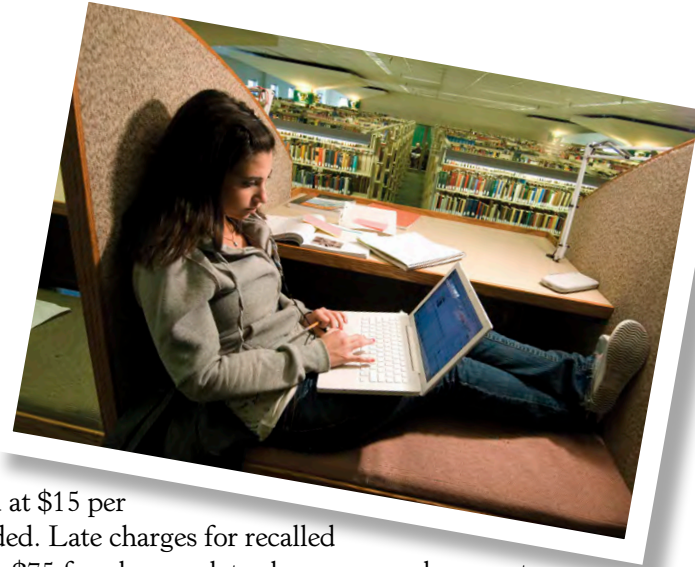
Simpson Library – 540/654-1125

Simpson Library is an excellent place to study, to work with class groups and teams, and to get assistance with research for assignments. The library is an important academic resource offering more than 250 study carrels, small rooms for group study, individualized help at the Reference Desk, and course-related instruction centered on class assignments. Students may use their EagleOne cards to borrow library materials for as many as 35 days; loan time may be 21 days if another person requests the loaned item.

Course reserve material is available at the Circulation Desk and late charges for these items accrue at \$1 per item/per hour or any part of an hour. Interlibrary loan services are also available at no cost for the first 10 requests each semester; late charges are \$2 per day per item.

Fees for regular materials that are more than 30 days late are charged at \$15 per item; if the charge goes to Student Accounts, a \$10 processing fee is added. Late charges for recalled items are \$3 per day. Lost and/or damaged materials accrue a minimum \$75 fee plus any late charges or replacement fees. Late charges continue to accrue when school is not in session.

Students may log in to the library web site, umw.edu/library, to view what items they have checked out and if they owe any fees. All library notices are sent via UMW email. All cell phones and pagers must be turned off before entering the library.



Office of Student Activities and Community Service – Seacobeck Hall, 540/654-1061

OSACS is the home to a myriad of student activities on campus. Its staff members assist students as they propose, develop, and execute plans for events and programming. They work with student organizations in the planning of campus-wide concerts and/or shows and traditional events. OSACS collaborates with students, faculty, and staff to promote programs and opportunities for campus entertainment, and it assists students in developing interpersonal, organizational, leadership, and citizenship skills. umw.edu/osacs

Student Grievance Procedure

This procedure is for resolving allegations of discrimination under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990.

UMW is committed, by policy of the Board of Visitors, to equal employment and educational opportunities for all and does not discriminate on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, sex, or age (except where sex or age is a bona fide occupational qualification).

A student with a complaint must meet with the UMW AA/EEO Officer (or his or her designee) in the Office of Human Resources, located in Fairfax House, within 10 working days after the event that gave rise to the alleged violation. The UMW AA/EEO Officer will determine whether or not the allegation is one that comes within the purview of these procedures. A complete copy of the grievance procedure is available from Human Resources in Fairfax House.

Student Services Center – Lee Hall

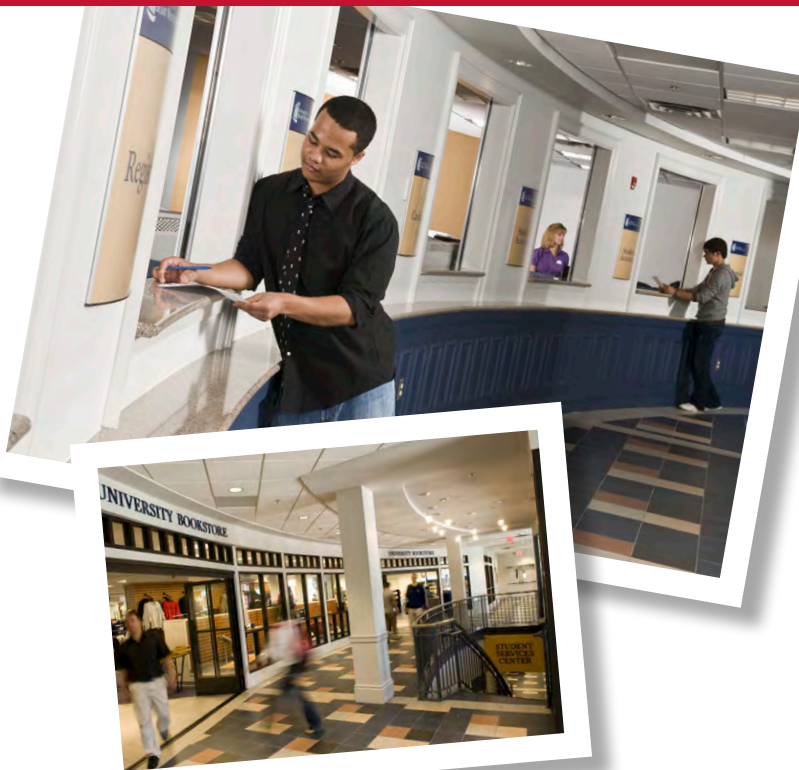
The Student Services Center in Lee Hall provides a convenient, one-stop location for the offices of:

- Academic Services
- Registrar
- Financial Aid
- Student Accounts
- Cashier

The center also allows students easy access to key administrators.

Lee Hall also houses:

- Career Services
- Counseling and Psychological Services (CAPS)
- Disability Services
- International Academic Services
- James Farmer Multicultural Center
- James Farmer Scholars Program
- University Bookstore



University Police – Brent House, 540/654-1025; Emergency 540/654-4444

Note: Any campus emergency phone connects to the emergency line.

The goal of the University Police Office is to provide a safe and secure living, working, and learning environment. The office provides protection to the UMW community, enforces rules and regulations, and aids in promoting safety and order on campus. Officers have the authority to arrest both on and off campus for violations of the Code of the Commonwealth of Virginia, as well as administratively refer students for violations of UMW policy. Crimes on campus may be called in or reported anonymously through the Silent Witness Program available on the Police website.

UMW Police offer a free Rape Aggression Defense (RAD) basic self-defense program. To enroll, contact University Police.

Safety Escort Service is provided, upon request, by stopping by University Police in Brent House, via use of a campus emergency phone, or by calling the University Police non-emergency number, 540/654-1025.

Parking regulations and registration information for vehicles and bicycles is available at Brent House and at umw.edu/police. To aid in snow removal, certain Snow Emergency Areas are designated on campus; no car may park there when there is a threat of inclement winter weather. Cars left in those spaces and that impede snow and/or ice removal may be towed.

Lost and found is administered by University Police. Lost items submitted to lost and found may be claimed by the owner. Items will be held for 60 days and then forwarded to the University Storeroom for inclusion in auctions or sales of property.



Writing Center – Trinkle Hall, Room 107A; 540/654-1036

Provides free tutoring to help students improve their writing. After each session, the Writing Center sends the instructor a report summarizing the tutor's advice, but the report does not evaluate the paper or the student. Students may schedule an appointment or may walk-in. The Writing Center is not open during reading days or exam week.

umw.edu/writing

COMMUNITY *Standards*

Students at the University of Mary Washington are entitled to a community that is conducive to their safety, personal growth, and academic success. By providing expectations for responsible behavior, and by having a judicial system that responds when community standards may have been violated, the University seeks to maintain a balance between the rights of individual community members and the rights of the community as a whole.

COMMUNITY *Responsibilities*

- I Uphold a community where the access to an education or appropriate use of University or local property is not impeded by any action or behavior, including, but not limited to:
 - a. Damage or unauthorized relocation or use of University property or the property of a member of the University or the local community
 - b. Misuse of University computers, networks, or telephones
 - c. Unauthorized entry of, or remaining on or in, University property without permission
 - d. Violations of the UMW Motor Vehicle Policy and Regulations
 - e. Obstructing pedestrian or vehicular traffic
- II Uphold a community that does not tolerate any discriminatory act based on actual or perceived race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, or age that creates an intimidating and/or hostile environment. *(For more information, review the UMW Bias Policy.)*
- III Uphold a community that does not tolerate violence, threats, or harassment. *(For more information, review the UMW Sexual Misconduct Policy.)*
- IV Uphold a community that does not support hazing. *(For more information, review the UMW Hazing Policy.)*
- V Uphold the University of Mary Washington Honor Code not to lie, to cheat, or to steal. *(For more information, review the UMW Honor System.)*
- VI Abide by all federal, state, and local laws on University property and at University-sponsored or supervised activities, including, but not limited to those concerning the possession or use of drugs, alcohol, or weapons. *(For more information, review the UMW Drug Policy, Alcohol Policy, and Weapons Policy.)*
- VII Abide by University policies and procedures, including those laid out by the Office of Residence Life, University Police, and other departments, including, but not limited to:
 - a. Harm and/or potential harm to the health or safety of self or others
 - b. Further tenets of the UMW alcohol, drug, or weapons policies
 - c. Disorderly or obscene conduct
 - d. Misuse of fire safety equipment or violation of fire safety policies
 - e. Failure to comply with the directives of a University official
 - f. Smoking, which is prohibited in UMW buildings, UMW and state vehicles, and within 50 feet of all residence halls
 - g. Residence hall specific concerns:
 1. Restricted items
 2. Guest policies
 3. Quiet and courtesy hours
 4. Sports inside the residence halls
 5. Unsanitary, cluttered, or obstructive conditions in residence hall rooms and public areas

STUDENT CODE OF CONDUCT BASED ON COMMUNITY RESPONSIBILITIES

- I. Uphold a community where the right to an education or appropriate use of university or local property is not impeded by any action or behavior, including, but not limited to:**

Misuse of University Computers, Networks, or Telephones

UMW provides services that allow for the appropriate use of technology in the pursuit of academic achievement and personal use. Please review the following:

- Network and Computer Use Policy: umw.edu/policies/network/use
- Responsibility for Computing Devices Connected to the University of Mary Washington Network: umw.edu/policies/network/devices

Residence Halls: UMW partners with Apogee, Inc. to provide quality network assistance to on-campus residents. Assistance is available at apogeenet.net or by calling 877/478-8808.

Apogee, Inc.'s End-User Agreement is available 24/7 at apogeenet.net/pdf/apogee_eua.pdf. Note that the use of non-Apogee routers and the downloading of illegal content may result in termination of one's internet service.

Violations of Motor Vehicle Policy and Regulations

Up-to-date information on parking regulations and restrictions, as well as vehicle (defined as anything motor-powered) registration, is listed at umw.edu/police under "Motor Vehicle Policy and Regulations." UMW assumes no liability for the protection of any vehicle or its contents. Regulations are enforced 24 hours per day, year round.

Note: An after-dark safety escort is available to students. Students may request this service by calling University Police at 540/654-1025 or by using an emergency or blue light campus phone.

- II. Uphold a community that does not tolerate discriminatory acts based on actual or perceived race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, or age that create an intimidating and/or hostile environment. (For more information, review the UMW Bias Policy.)**

UMW Bias Policy

Overview

"Freedom of thought and expression is essential to any institution of higher learning. Universities and colleges exist not only to transmit knowledge. Equally, they interpret, explore, and expand that knowledge, testing the old and proposing the new. This mission guides learning outside the classroom quite as much as in class, and often inspires vigorous debate on those social, economic, and political issues that may arouse the strongest passions. In the process, views will be expressed that may seem to many wrong, distasteful or offensive. Such is the nature of the freedom to sift and winnow ideas." (*On Freedom of Expression and Campus Speech Codes*, statement approved by the AAAUP Committee A on Academic Freedom and Tenure in 1992 and adopted by the Council in November 1994).

What is a Bias Offense?

Any act based on actual or perceived race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, or age that creates an intimidating and/or hostile environment by unreasonably and substantially interfering with an individual's or group's safety, security, work, or academic performance. Bias offenses may result in serious sanctions or disciplinary action.

What should be done if a bias offense occurs?

1. Report the alleged offense as soon as possible to University Police.
2. If possible, do not touch or disturb any physical evidence related to the offense. Police/security will document what happened, including where and when the incident occurred.
3. Police/security will conduct independent investigations for violations of criminal law. After the police have collected evidence, the appropriate university personnel will remove such remnants as graffiti and/or they will repair any damage to university property.
4. Complete the university's Bias Incident Report Form, found online at umw.edu/bias/report/form.
 - a. UMW urges all members of the university to promptly report all bias offenses using this form.

- b. Only UMW students, faculty, and staff with valid UMW network user ID and password may use this form.
 - c. A PDF version of this form is available for download and/or print and can be submitted to the AA/EEO Officer in the Office of Human Resources in Fairfax House.
 - d. Knowingly falsifying a report is a violation of this policy and the Honor Code, which may result in disciplinary action under university policy.
5. The report will be reviewed and followed up on promptly by a designated staff member, who will contact the reporting person (if the information is provided) to explore a plan for resolution and provide information about related university policies, procedures, and services. Reports and follow ups will be treated confidentially and shared only as needed. Bias incident data will be used to develop community educational and outreach programs.

III. Uphold a community that does not tolerate violence, threats, or harassment.

UMW Sexual Misconduct Policy

UMW will not tolerate sexual misconduct in any form, including rape, stalking, or other forms of intimidation or sexual assault, either by force, threat, intimidation, or when one is physically or mentally unaware or unable to provide consent, including when incapacitated by alcohol and/or other drugs.

Campus Services: A tragic outcome of sexual misconduct is that many often remain silent. Because the act often is perpetrated by a trusted acquaintance, sometimes the survivor does not recognize that he or she has been assaulted. UMW is committed to providing awareness, upholding an environment that assists the survivor in the recovery process, and providing information about available area resources while maintaining confidentiality.

Residence Life: Student Residence Life staff members, who live in residence halls, have a close connection to their hall's community. Student residents often first report an act of sexual misconduct to a student Residence Life staff member. Student staff members are required to notify a professional Residence Life staff member so the reporting student can receive the best assistance in obtaining necessary services. Residence Life is located in Marye House and can be reached at 540/654-1058 or rlife@umw.edu.

Dean of Student Life: The Dean of Student Life or designee will provide information to the victim about options for pursuing a charge against an assailant through the university judicial process. The Dean of Student Life will work with the Director of Residence Life to provide options to modify living arrangements if the student and accused live in the same residence hall or in close proximity. The Vice President of Student Affairs, Dean of Student Life, or Director of Judicial Affairs and Community Responsibility may also issue a "no contact" order to help ensure the victim is not harassed by the alleged assailant. The Dean of Student Life Office is located in Marye House and can be reached at 540/654-1200 or studentlife@umw.edu.

Health Center: For immediate medical attention, a student may be taken to the UMW Health Center during operating hours or to the Mary Washington Hospital Emergency Room. If the student wishes to have physical evidence collected for possible future legal action, the exam must be performed by trained hospital personnel at no cost to the student. The Health Center is located in Lee Hall, room 112, and can be reached at 540/654-1040 or hctr-info@umw.edu.

Counseling and Psychological Services (CAPS): CAPS can provide support as the student deals with the emotional and/or psychological impact of the incident, assist in decision-making regarding the reporting of the incident, help handling of academic commitments, etc. CAPS can provide follow-up services or help the student connect with additional resources. CAPS is located in Lee Hall, room 106, and can be reached at 540/654-1053.

Rappahannock Council Against Sexual Assault (RCASA): A Fredericksburg-area non-profit agency that specializes in providing services and treatment for victims of sexual assault, as well as their families, friends, and partners. RCASA is available 24 hours a day at 540/371-1666 or info@rcasa.org.

University Police: Students are encouraged to report sexual misconduct to University Police and may do so anonymously, even if they do not wish to press charges. A student may do this, even if he or she is not the victim; this provides awareness of campus crimes and helps focus prevention efforts. If the student decides to pursue criminal charges, University Police will take a report, provide information about the procedure for criminal prosecution, and coordinate meetings with the local Commonwealth Attorney and Victim Assistance Director.

Police will investigate and provide necessary referrals to campus and/or local agencies. University Police is located in Brent House and is available 24 hours a day at 540/654-4444 (emergency) or 540/654-1025 (non-emergency).

UMW community members may also report alleged violations to the Office of Judicial Affairs and Community Responsibility; or to the AA/EEO Officer in Human Resources if the alleged assailant is a faculty/staff member or a University contractor.

IV. Uphold a community that does not support hazing behaviors.

UMW Hazing Policy

UMW prohibits hazing, defined as any physical or mental interference, request, or obligation that could cause inconvenience, discomfort, pain, fright, embarrassment, disgrace, or injury; that is personally degrading; or that violates federal, state, or local statutes or UMW policy. Whether or not the student so endangered or injured or put in the position to be so endangered or injured voluntarily participates in the activity is not a factor in determining if the activity was hazing.

V. Uphold the University of Mary Washington Honor Code to not lie, cheat, or steal.

“The Honor System is fundamentally a code of personal integrity. It means that University of Mary Washington students accept the challenge to make their word of honor a pledge of absolute truthfulness in all matters that fall within the Honor Code. It is a commitment to a way of life characterized by loyalty to the highest ideas of individual and collective ethical responsibility.” – Dr. Edward Alvey, Jr., Dean Emeritus

Every UMW student is obligated to abide by the Honor Constitution. Before classes begin, each student will sign the Honor Pledge. This is a symbol of each student’s willingness to accept the Honor System as a way of life at the University of Mary Washington. The ultimate responsibility for signing the Honor Pledge rests with the student.

The violations of the Honor Code are lying, cheating, and stealing, defined as:

- Lying – a deliberate misrepresentation of the truth. This violation includes, but is not limited to, forgery and the falsification or misuse of the student identification card by using another’s card or by allowing another to use one’s card.
- Cheating – an intentional misrepresentation of another’s work as one’s own, or a misrepresentation of the circumstances under which the work was done. This violation includes, but is not limited to, copying, plagiarism, unauthorized collaboration, and unauthorized divulging of information.
- Stealing – the taking of the property of another person, the university, or any other entity, without authorization or consent. This violation includes, but is not limited to, the theft or mutilation of library materials, and the unauthorized duplication of a university key.

All students shall write out in full and sign the following pledge on all quizzes, examinations, papers, and other assignments, as appropriate:

“I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work.”

This pledge verifies that the work submitted is the student’s own and has been done in accordance with the requirements of the instructor.

For more information on the Honor System or the Honor Council, please visit students.umw.edu/~honor and umw.edu/studentaffairs/umw_honor_system.

VI. Abide by all federal, state, and local laws on university property or at university-sponsored or supervised activities, including, but not limited to, those concerning the possession or use of drugs, alcohol, or weapons.

UMW Drug Policy

UMW does not tolerate the use, possession, manufacture, merchandizing, or sale of illegal drugs or misuse of prescription medication on or in UMW property or at a UMW sponsored event. **Violation of these policies will result in expulsion from the university.**

Drug Free School Zone

On April 11, 1992, the following resolution was adopted:

“Resolved by the Rector and Visitors of the University of Mary Washington that the campus of the University of Mary Washington is hereby designated a ‘drug free school zone.’ ”

This action applies the provisions of the *Code of Virginia Sec. 18.2-255.2* to the UMW campus.

UMW Alcohol Policy

Per the laws of the Commonwealth of Virginia, persons younger than 21 years old are not to purchase, consume, or possess alcoholic beverages; a person older than 21 years old may not obtain alcoholic beverages for a person younger than 21 years old.

UMW prohibits intoxication by students of any age. A student is determined to be intoxicated by instrumentation or by behavioral or physical manifestations. No alcoholic beverages may be consumed in public at UMW, nor may open containers of alcoholic beverages be transported in public spaces. No alcoholic beverages are permitted at athletic competitions.

ALCOHOL IMPAIRMENT CHART										
NEVER DRINK AND DRIVE	APPROXIMATE BLOOD ALCOHOL PERCENTAGE									
	Drinks	Body Weight in Pounds								
		100	120	140	160	180	200	220	240	
	0	.00	.00	.00	.00	.00	.00	.00	.00	ONLY SAFE DRIVING LIMIT
	1	.04	.03	.03	.02	.02	.02	.02	.02	Impairment Begins
	2	.08	.06	.05	.05	.04	.04	.03	.03	Driving Skills Affected
	3	.11	.09	.08	.07	.06	.06	.05	.05	Possible Criminal Penalties
	4	.15	.12	.11	.09	.08	.08	.07	.06	
	5	.19	.16	.13	.12	.11	.09	.09	.08	
	6	.23	.19	.16	.14	.13	.11	.10	.09	
	7	.26	.22	.19	.16	.15	.13	.12	.11	Legally Intoxicated
	8	.30	.25	.21	.19	.17	.15	.14	.13	Criminal Penalties
	9	.34	.28	.24	.21	.19	.17	.15	.14	
	10	.38	.31	.27	.23	.21	.19	.17	.16	
Your body can get rid of one drink per hour. Each 1½ oz. of 80 proof liquor, 12 oz. of beer or 5 oz. of table wine = 1 drink.										

ALCOHOL IMPAIRMENT CHART										
NEVER DRINK AND DRIVE	APPROXIMATE BLOOD ALCOHOL PERCENTAGE									
	Drinks	Body Weight in Pounds								
		90	100	120	140	160	180	200	220	240
	0	.00	.00	.00	.00	.00	.00	.00	.00	ONLY SAFE DRIVING LIMIT
	1	.05	.05	.04	.03	.03	.03	.02	.02	Impairment Begins
	2	.10	.09	.08	.07	.06	.05	.05	.04	Driving Skills Affected
	3	.15	.14	.11	.10	.09	.08	.07	.06	Possible Criminal Penalties
	4	.20	.18	.15	.13	.11	.10	.09	.08	
	5	.25	.23	.19	.16	.14	.13	.11	.10	
	6	.30	.27	.23	.19	.17	.15	.14	.12	
	7	.35	.32	.27	.23	.20	.18	.16	.14	Legally Intoxicated
	8	.40	.36	.30	.26	.23	.20	.18	.17	Criminal Penalties
	9	.45	.41	.34	.29	.26	.23	.20	.19	
	10	.51	.45	.38	.32	.28	.25	.23	.21	
Your body can get rid of one drink per hour. Each 1½ oz. of 80 proof liquor, 12 oz. of beer or 5 oz. of table wine = 1 drink.										

Image from the Pennsylvania Liquor Control Board

Note: These charts are for educational purposes only. Individual responses may vary.

UMW also does not permit items – such as beer bong, kegs, beer balls, etc. – or activities – such as alcohol drinking games – that can create a high-risk drinking environment.

UMW has obtained or can obtain Virginia Alcohol Beverage Commission (VA ABC) licensing for the sale or service of alcoholic beverages, including at the Campus Center, the Underground, and the Kalnen Inn. Only beer can be sold on campus by UMW Dining Services or other agents of UMW. Beer and wine are the only alcoholic beverages that may be served at functions where no admission is charged. Beer must be served only in bottles or cans at functions where students are present.

No alcohol is allowed at an event sponsored by a UMW student organization. No organizational funding, whether from the university finance committee or raised as revenue, may be used to purchase alcohol.

Residence Halls: Students 21 years old or older may possess and consume alcoholic beverages in upper-class residence halls. No alcohol may be consumed in hall spaces outside of the room. “Possession” includes circumstances in which alcohol is on one’s person or in one’s residence hall room. No person of a legal age to possess or drink alcohol may bring alcohol into any first-year residence hall or into a room in which the residents are younger than 21 years old. Staff members who reside in a first-year hall and are of the legal age to possess and consume alcohol are allowed to bring alcoholic beverages into their rooms.

Federal legislation allows UMW to notify parents or legal guardians when a student is:

- found responsible for a major alcohol violation, including endangering the health and safety of self or others
- found responsible for a second or subsequent minor alcohol violation
- incurs medical conditions as a result of an alcohol-related incident

A letter and/or phone call from the Dean of Student Life or designee will inform the parent and/or guardian.

UMW endeavors to ensure alcohol consumed on campus is handled maturely, responsibly, and in conformity with law.

UMW Weapons Policy

No student may keep, use, possess, display, or carry any lethal or dangerous devices capable of casting a projectile, martial arts weapons, any toy weapon resembling any real weapon, any swords, any illegal knives or knives with a blade longer than 5 inches, any explosives (including fireworks or sparklers) or any other such devices that could be used to threaten the health or safety of a person or property. Code of Virginia Sec. 18.2-311 lists weapon restrictions at www.vsp.state.va.us/Firearms.shtm.

Neither shall a student throw or project any item that has the potential for defacing or damaging property, causing injury, or causing disruption.

University Police provides limited storage for authorized weapons, including guns and martial arts weapons, in Brent House.

VII. Abide by university policies and procedures, including those laid out by the Office of Residence Life, University Police, and other departments, including, but not limited to:

Endangering the Health and Safety of Self or Others

This includes any action that could potentially harm the state of one's own or others' health or well-being.

Disorderly or Obscene Conduct

No student on or in UMW property or at a UMW sponsored event may be involved in behavior that includes, but is not limited to, fighting, creating a disturbance, obscene language, harassment, or making excessive noise.

Directives from University Officials

It is the student's responsibility to respond immediately to any of the following directives or requests from a university official who is enforcing university policy or procedure:

1. Identify oneself
2. Come to the office of an official
3. Leave a gathering when asked to disperse
4. Any other reasonable request

Residence Halls: University officials have the right to stop and question any person entering the residence halls to determine his or her purpose for being there.

Failure to comply with the judicial process: No student shall disrupt, unfairly influence, or obstruct the judicial process. This includes, but is not limited to: 1) attempting to influence, intimidate, and/or threaten anyone involved in the judicial process; 2) violating the confidentiality of the judicial process; 3) becoming disorderly or obscene during any point in the judicial process; 4) failing to cooperate with the judicial process or comply with its sanctions.

Failure to comply with a sanction could result in further judicial action and could place a "hold" on the student's record that would prevent registration for classes or the receiving and/or sending of grade reports and transcripts.

Smoking Policy

Smoking tobacco is restricted inside all UMW vehicles, buildings, and residence halls. No smoking is permitted within 50 feet of residential buildings. The right of the non-smoker to protect his or her health and comfort will take precedence over an individual's desire to smoke. The university will provide smoking cessation programs for those interested.

OTHER IMPORTANT *Items*

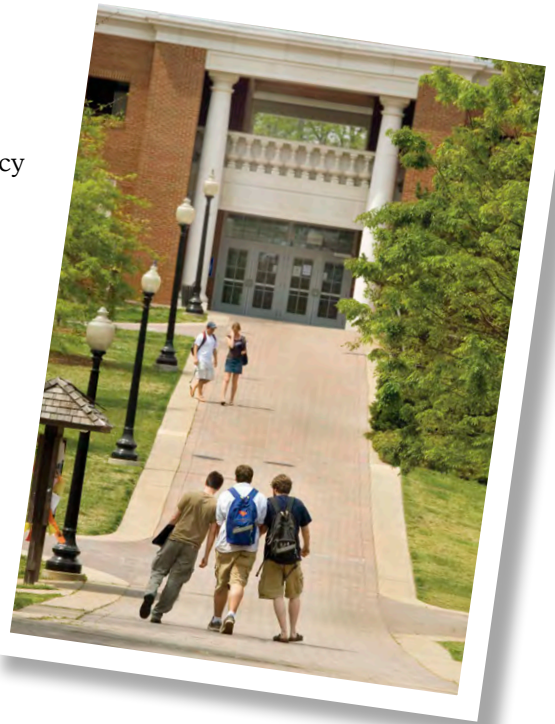
University Judicial System

The University Judicial System handles alleged violations of university policy with fairness and impartiality and with appropriate confidentiality.

Violations of civil or criminal law are subject to prosecution, in cases where the interests of the university may be affected, as judged by proper authorities to be the case. Disciplinary action may also be taken by UMW.

Those involved in handling alleged violations of the University Judicial System generally include:

- Office of Residence Life – confronts behavior and has professional staff members serving as administrative hearing officers.
- University Police – confronts behavior.
- Office of Judicial Affairs and Community Responsibility (OJACR) – coordinates the judicial process, advises the Judicial Review Board and Student Conduct Hearing Board, and serves as an administrative hearing officer.
- Judicial Review Board – student panel that conducts judicial hearings.
- Student Conduct Hearing Board – panel of UMW community members that conducts judicial hearings.
- Dean of Student Life (or designee) – serves as an administrative hearing officer.
- Vice President of Student Affairs (or designee)



Judicial Process Rights and Responsibilities:

An accused student has the following rights with regard to all judicial hearings:

1. To request a prior meeting in which judicial process rights and procedures are explained. The University reserves the right to mandate such a meeting.
2. To be informed of all charges prior to a hearing, and to review available incident documentation. (For example, if a student is criminally charged, University Police documentation may not be available. In this case, University Police shall provide a written summary of the documentation that shall be available to the accused student whether the UMW judicial process precedes or follows the resolution of any criminal proceedings.) In addition, documentation that includes information about other students may be redacted.
3. To have a fair, impartial hearing, where confidentiality is provided to the extent allowed by law and by UMW policy.
4. To be presumed not responsible unless found responsible for any charges. The standard of evidence used in all University hearings is preponderance of evidence. This means that for a student to be found responsible for a charge, the evidence must persuade the hearing officer or board that it is more likely than not that the student was in violation.
5. To have an open or closed hearing, except in incidents involving alleged sexual misconduct; these require a closed hearing. At an open hearing, only as many people as can safely fit into the hearing area (at the discretion of the hearing officer) may attend.
6. To name an advisor. The advisor must be willing to assist and advise the student during the hearing. The advisor must be a UMW student, faculty, or staff member who is not also a witness. Advisors are required to contact the hearing officer/board at least one day prior to the hearing.
7. To be aware of all evidence presented during the hearing, and to be allowed to question all witnesses present at the hearing (with the exception of character witnesses, if applicable, who may speak only to the character of the accused).
8. To request witnesses to speak in the student's defense. The hearing officer or board may limit witnesses or statements deemed repetitious or unnecessary. Accused students must inform the hearing officer or board no less than two business days prior to the hearing as to the identity of their witnesses.
9. To be present at the hearing, except during deliberation, or when other accused students are speaking. A student who does not appear for a hearing is not assumed to be responsible, but the hearing may occur in his or her absence.

10. To plead responsible and forego a hearing.
11. To have a hearing and to be sanctioned within a reasonable period of time.
12. To be notified in writing of the hearing outcome and of any sanctions issued.
13. To appeal the outcome or the sanction, under certain circumstances.

An accused student has the following responsibilities with regard to any and all judicial proceedings:

1. To be on his or her honor.
2. To attend all scheduled conferences and hearings, or to notify appropriate parties of conflicts at least three days in advance.
3. To complete any sanctions by stated deadlines.
4. To conduct himself or herself in a civil and respectful manner.

Sanctions: If found responsible of violating UMW policy, a student may receive a sanction. A copy will be sent to the accused student, appropriate members of the judicial system, and the student's judicial file. Failure to comply with a sanction could result in further judicial action and could place a student's record on hold, which means the student would not be allowed to register for classes and that the university would not receive and/or send grade reports and transcripts on the student's behalf.

Appeal Process: Appeals of judicial hearing decisions may be made only on one or more of the following grounds:

1. denial of Judicial Process Rights and Responsibilities
2. new evidence unavailable at the time of the hearing; or,
3. sanction deemed too severe for the violation.

In the case of 1 or 2, a new hearing with the appropriate administrator or duly constituted board shall occur if deemed appropriate. In the case of 3, the appropriate administrator or board shall convene to consider the sanction only. In no event shall the second sanction be more severe than the first. Appeal decisions are final.

Appeals of a hearing with a Residence Life administrator must be made in writing to the Director of the OJACR within five business days. Appeals of a hearing with the Director of the OJACR must be made in writing to the Dean of Student Life within five business days. Appeals of a hearing or of a waived-rights sanction by the Judicial Review Board must be made in writing to the Judicial Review Board within five business days. The mailbox for OJACR, the Dean of Student Life, and the Judicial Review Board are located in Marye House.

Judicial Record Retention: Judicial records are kept in the Office of Judicial Affairs and Community Responsibility. These records are confidential to the extent allowed by University policy and the law, and the judicial contents of student educational files cannot be shared unless students sign a release permitting the information to be shared with specific individuals or, in the case of a student who is a minor, the eligible parent or legal guardian, except as stipulated under "Educational Records." There are three exceptions to this policy:

1. Judicial information may be shared with other educational institutions or within the institution with appropriate staff members on a need-to-know basis;
2. Judicial information pertaining to repeated or major violations of the drug and alcohol policy may be shared with parents (or other legal guardians). This exception does not apply if the student is 21 years old or over, or can demonstrate that he or she is financially independent.
3. Judicial information may be shared subject to subpoena or other court order.

Records in the Office of Judicial Affairs and Community Responsibility are retained in a student's educational file from the time of enrollment at UMW until three years after the student last attended the university. However, in the case of judicial suspensions and expulsions from the university, judicial records are retained indefinitely. The university is required to retain certain judicial records for longer than three years after the student's last attendance — for example, to comply with the Campus Security Act. To that end, some judicial records, once they have been removed from an individual student's educational file, may be retained for a longer period of time in a separate file. In the event that the university is subpoenaed to release an individual student's judicial records, any information still retained, even if it is retained outside of the student's educational file, will be released in compliance with the subpoena.

Students are encouraged to be mindful that potential employers, graduate institutions, law enforcement, and the military frequently request judicial information concerning candidates during the hiring or admissions process.



Postings and Other Advertisements

The Office of Student Activities and Community Service (OSACS) reviews and stamps fliers, posters, and other items in compliance with the UMW Posting Policy. Items may be posted temporarily on building bulletin boards, outdoor bulletin boards, and/or on tables used for public dining. Specific residence hall programs need permission only from that building's supervisor or assistant director.

For posting on campus, do not use heavy duty tape, nails, heavy staples, or other items that can do permanent damage. No postings may be placed on glass doorways or on hall windows. No advertisement may be larger than 11 x 17 inches. Table tents, folded announcements that are placed on tables, may not exceed 8.5 x 5.5 inches, which is

half a standard notebook-sized page; they must be removed every Sunday. If an event is advertised off campus and it is appropriate to restrict the age of participants, this should be noted on posters and/or advertisements. Items for posting must include contact information.

The SGA Election Rules and Procedures Committee will specify where campaign banners will be displayed. None may be posted on a residence hall or in residence hall windows.

UMW may post signs and notices as needed for special events or emergencies.

Spirit Rock

The Spirit Rock represents the spirit of UMW – whether advertising an event, showing spirit, or celebrating a recent victory. Absolutely no profanity or vulgarity is permitted. The Student Code of Conduct applies to the Spirit Rock. Only latex paint is permitted. Freshly painted messages should be allowed to remain in place for 24 hours before repainting.

The Spirit Rock belongs to students, who are ultimately responsible for it. If students dislike a message on the rock, it is their responsibility to repaint it. Questions regarding the Spirit Rock should be addressed to the SGA.



Self-Determination of Community Values

Residence Halls

Residence Life staff members and elected Hall Council members develop guidelines and procedures of governance for living in residence halls that aspire to allow individual freedom, respect for privacy, and personal rights of others in the community.

During the first week of each semester, Residence Life staff will hold a building-wide meeting for each residence hall or residential area. At this meeting, residents may discuss and decide upon rules and regulations of items including, but not limited to, quiet hours and visitation. These agreed-upon guidelines will

serve as community standards for that hall or area.

Outside of Residence Halls

The Office of Judicial Affairs and Community Responsibility serves as a consultant to the UMW Student Senate regarding campus community standards and as an advocate for all UMW community members.

Search and Seizure

If UMW authorities have reasonable cause to believe that an incident is interrupting the operation of the university or is violating the welfare of any UMW community member, including possible violations of the UMW Drug Policy, university authorities may inspect a student's room to investigate the situation.

Police: For searches for the purpose of police investigation, a search warrant or consent must be obtained. However, searches without a warrant or consent may occur when a search is conducted under immediate control of the person being arrested, plain view seizures of an illegal item, entering a resident's room in "hot pursuit," and when it is not reasonably possible to obtain a search warrant.

University Authorities: Searches can be granted approval by the Vice President of Student Affairs or designee if just cause exists and may be conducted by professional Residence Life or administrative staff members accompanied by a University Police officer.

Solicitation

Residence Halls may not be used as sales rooms or for storing merchandise. Door-to-door sales in residence halls are not permitted without the permission of the Director of Residence Life or his or her designee.

In other campus locations, outside organizations and student organizations must receive prior approval from OSACS for any sales activity.

Use of the Mary Washington name, logo, and medallion

No person or entity may use the name “Mary Washington College,” “College of Graduate and Professional Studies,” or “University of Mary Washington” or the logo, medallion, or mascot symbol as part of its title, name, or designation, or in the title or name of any publication or for advertising purposes of items or goods or on a bank account without prior written approval from the Office of Publications, 540/654-1686, umw.edu/design, which is located off campus in the Centre Court office building.

Virginia Freedom of Information Act

All requests for university-related information made under the provisions of the Virginia “Freedom of Information Act” (FOIA) must be directed to the Office of University Relations and Communications. Do this by completing a FOIA request form, which can be found online at umw.edu/policies/foia. Under FOIA, UMW may charge for copying and for search time. For more information, including costs, contact the Office of University Relations and Communications, which is off campus in the Centre Court office building. Reach the office by phone at 540/654-1055.



RESIDENCE LIFE *Policies*

Air conditioners: Individual room air conditioning units are prohibited, with the exception of those used by Residence Life staff and individuals who have approval from the Housing Accommodations Committee. Applications are available through the Office of Disability Services. The deadline to apply is posted at umw.edu/disability. If Disability Services approves an air conditioning unit, that office will then send size restrictions by mail.

Beds: Residence halls have both standard twin (75-inches long) and extra long twin (80-inches long) mattresses. Limited space is available for storing bed frames when they are moved to accommodate lofts (see “Lofts,” p. 28) for more information). Each student resident is responsible for returning the bed frame to the room prior to exam week at the end of the academic year or if moving from the room during the year.

Break housing: Students are permitted to remain in campus housing during Fall Break. Limited housing is available during Thanksgiving and Spring Break. Students requiring housing for special circumstances must apply for it with the Office of Residence Life two weeks in advance of the dates needed.

Check-out: Residents must remove all their belongings from their rooms/apartments 24 hours after their last exam or no later than the posted closing time, whichever is earlier. Graduating seniors may occupy their rooms until 10 a.m. on the day after graduation.

Commercial enterprises: No business may be conducted in the residence halls without written approval from the Dean of Student Life or his or her designee. The presence of any promoter, vendor, or unauthorized visitor should be reported to Residence Life staff and/or University Police.

Computers and technology: Residence hall rooms have ethernet data ports and wireless access that connects to the internet. Residence hall service is provided by Apogee, Inc.





Custodial areas: Custodial service is provided for all common areas only. Cleaning of student rooms, suite bathrooms, and shared bathrooms in Willard Hall is the responsibility of the individual occupants who use those areas. Charges will be assessed for inordinate cleaning of public areas.

Damage assessment: Students are responsible for UMW property in their rooms and elsewhere in the residence hall. Charges may be assessed to an individual who is found responsible for property damage or a situation that requires excessive cleaning. If damage cannot be attributed to one person, the university may require residents to pay a prorated group charge to cover common area repair, replacement, reinstallation, and/or cleaning.

Dining: All residential students are required to have a meal plan. Students who fail to select a meal plan when submitting their housing contract will automatically receive a 15 meal/week plan. For more information on UMW Dining Services, visit umwdining.com.

Entrance to student rooms: UMW reserves the right for its authorized representatives to enter the premises for housekeeping purposes; repair and maintenance; to determine occupancy and vacancies; health or safety reasons; to protect life, limb, or property; and to assure compliance with state, federal, or UMW regulations. UMW reserves the right to enter student rooms during breaks for maintenance, housekeeping, safety reasons, and to determine compliance with closing procedures.

Fire safety: Fire extinguishers, fire alarm systems, and other fire prevention and protection equipment are provided in UMW buildings as a safeguard for lives and property. UMW regulations and Virginia law prohibit sounding a false alarm or tampering with fire safety equipment.

Regular fire drills are held under the direction of Residence Life staff in conjunction with the Campus Fire Safety Officer. Residents **MUST** leave a building when a fire alarm sounds. Certain items are listed under Prohibited Items (p. 29) due to restrictions under fire safety regulations. UMW reserves the right to limit the amount of paper on walls, ceilings, windows, and doors for the purpose of fire safety.

Health and safety inspections will be conducted every semester to determine compliance with these policies.

Furnishings: Furnishings supplied in a residence hall room must remain in the assigned room; the moving of furniture into another room in a suite is prohibited. No furnishings located in residence hall common areas may be removed or moved into student rooms. A service charge of \$35 per item to return furniture will be assessed. Stacking furniture or placing a bed on top of other furnishings constitutes a safety violation.

Limited additional furniture is permitted. Residents are held responsible for any damage caused by the moving of furniture, either in the apartment or common hallways. Inflatable furniture, bean bag chairs, exercise (i.e., treadmills) and recreational equipment (i.e., ping pong tables) are not permitted. Upholstered furniture must be fire retardant. Look for one or more of these fire retardant standards on identification tags:

- NFPA 701
- Class 1 of the U.S. Department of Commerce Commercial Standard 19153
- California Flammability Bulletin 117- ASTM E 84
- Upholstered Furniture Action Council (UFAC) (Gold Tag)

All upholstered furniture must be in good condition. Residence Life reserves the right to have a student remove any piece of furniture that presents a fire, health, or safety hazard.

Guests: Residents are responsible for guest conduct in the residence halls and may be held accountable for any misconduct. Guests should be escorted at all times.

Permission to have overnight guests is contingent upon the prior approval of all occupants of the living space and

in conjunction with each residence hall's visitation policy, which is established by a vote of the residents. There is no overnight visitation, except for immediate relatives, in residence halls during the fall semester. No one guest may stay in a room more than three consecutive nights or more than 14 nights each semester.

Overnight guests are prohibited during break periods and other times when the halls are not officially open. Guests who visit traditional housing must be signed in at the front desk.

Hall council and self-determination: All residential students are members of the Residence Hall Council. All residence halls have elected officials to discuss issues facing the building, develop programming, and address residential concerns.

Each semester, hall council coordinates votes to determine building-wide visitation and noise regulations.

Dues collected at the beginning of the year help fund programming and equipment for all members.

Heating and cooling: Centralized heating is controlled by energy efficient sensors that respond appropriately to outside temperature. Buildings with centralized cooling systems are controlled in the same fashion.

Lofts: Only twin-size lofts are permitted. Commercially available lofts are preferred. Lofts are not permitted in Russell Hall or the UMW Apartments. Bushnell, Custis, Marshall, and Virginia halls do not permit outside lofts, as they have "loftable" bed frames provided by UMW. Limited storage is available for bed frames for those who move beds to accommodate a loft in their room.

NOTE: Not all commercial lofts accommodate the extra-long mattresses provided in many UMW rooms.



Lounges: Lounges are provided for the use of all residents of a building. Residing and/or sleeping in a lounge is prohibited. Organizations may not reserve floor study lounges. The main lounge or parlor within a building or the UMW Apartment Clubhouse may be reserved for use by contacting the building supervisor of that hall.

Microwave ovens: Microwaves are permitted in residence hall and UMW Apartment kitchens only. Microwaves are prohibited in student rooms.

Noise: Though halls vote on specific "quiet hour" periods during which noise should not permeate the confines of a resident's room, noise from a resident's room should never be excessive nor risk disrupting the hall community.

Items producing sound should be kept on low volume at all times. Stereo speakers may not be placed on window sills and/or directed outside. Because of safety and noise regulations, sports are not permitted to be played in residence halls. Musical instruments are not to be played in residence halls unless the player uses headphones.

Personal property insurance: Students are responsible for the care and safety of their own personal property. UMW cannot be held liable for loss or damage to personal property. Students are urged to confirm whether their personal property is covered under their parents' homeowners insurance and make arrangements for additional insurance coverage if necessary.

Pets: Animals – living or dead – are not allowed in residence halls at any time, except fish contained in aquariums no larger than 10 gallons. Only one 10-gallon container per room or apartment is permitted.

Prohibited items (additional to other policies):

ammunition	mopeds or other fuel-powered or motorized vehicles
animal carcasses	items that pose a danger to the UMW community
candles	outside antenna
chemicals or hazardous materials	non-UL approved appliances
curtains and draperies	pets (other than fish)
controlled substances	overstuffed or inflatable furniture
decorations covering more than 10 percent of wall and ceiling space	pyrotechnic devices
empty alcohol containers	projectile firing devices
explosives	space heaters
extension cords (unless a multiple outlet type with a built-in fuse and surge protector)	signs considered to be government property
fabric on walls	tapestries
fireworks	cooking equipment and appliances (The following are permitted to be used only in kitchen areas: microwave ovens, toasters, coffee machines, and hot pots with automatic shut-off mechanisms.) Cooking appliances may also not be left unattended.
firearms and other weapons	waterbeds
flammable liquids	switchblades or knives with blades over 5 inches long
flame producing devices	wireless internet routers
halogen lamps	devices used to promote irresponsible drinking, including beer bong, funnels, balls, and/or beer pong tables
George Foreman-type grills	
incense	
hookahs	

Refrigerators: Personally-owned refrigerators that are 2 amps or 4.5-cubic-feet or less in size are permitted, providing they are UL approved. Only one refrigerator is permitted in a double or triple room and two are permitted in a quad. Locked refrigerators are not permitted unless approved by the Director of Residence Life or his or her designee. Only the full-sized refrigerator provided in each apartment kitchen is allowed in the UMW Apartments; no additional refrigerators are permitted.

Room Changes: Changes in room assignment must have prior approval from the Office of Residence Life. All students involved in an unauthorized room change will be assessed a \$50 fine and are subject to disciplinary action. Applications for room change are available through the Office of Residence Life. Once approved, unless otherwise detailed, residents must remove all belongings from the room, turn in room keys, and complete a check-out with a Residence Life staff member. When moving into a new room, students must complete a new "Room Condition Inventory."

Room Condition: Each resident is responsible for leaving his or her room space in the same or better condition than that in which it was found upon moving in, as stated on the "Room Condition Inventory" (RCI) completed at check-in. Charges will be assessed for repainting and refinishing; repair or replacement of damaged or missing furnishings and equipment; special cleaning made necessary by misuse of facilities; removal of any extra furniture, abandoned property, or large quantities of trash; or other unusual conditions requiring correction. Residents are responsible for notifying Residence Life staff immediately upon discovering any deteriorated or altered room conditions. Work orders may be filed by residents at eaglelink.umw.edu. Occupants are expected to keep their rooms clean and orderly at all times. Trash is to be placed in appropriate receptacles. Damage assessments will be conducted at the end of the spring semester by Facilities Services, and students will be charged for any damages not previously indicated on the RCI.

Room Keys: Keys are issued by the Residence Life staff upon a student's signing into a residence hall; this is noted on the RCI and, upon check out, keys must be returned. If the key becomes lost or is not returned by the designated check-out time, locks will be changed at the students' expense. Students are prohibited from placing their own locks on individual room and/or apartment doors. A key is considered UMW property and may not be given to another individual to use.

Storage: Storage space is not available for personal belongings or for the removal of university furnishings, other than for the bed frames and mattresses removed for those residents with prior approval for lofts.

Unauthorized areas: Students are not permitted in maintenance areas, boiler rooms, roofs, storage areas, custodial areas, or in rooms or UMW Apartment balconies without permission.

Additional UMW Apartment Notes:

Balconies and porches: All apartments are equipped with either a balcony or porch area. For reasons of safety, no more than four (4) people are permitted on a balcony at any one time.

Additionally, balconies and porches are to be kept orderly at all times and are not to be used as storage areas for personal belongings, such as laundry or trash. Grills, hammocks, futons, couches, bicycles, mattresses, and swings are not permitted on the balconies or porches. Residents shall not hang or display any flags, banners, signs, items of clothing, or household linens outside apartments from windows, doors, railings and porch roofs, or place such items on balconies and porches.

No university-provided furniture is permitted to be moved from the apartment to the balcony/porch.

Cooking: Care needs to be taken at all times while cooking. Appliances should not be left unattended or left on when the apartment is unoccupied.

Married student housing: If a one bedroom or efficiency apartment is available, two currently enrolled full-time married students may elect to be assigned there during housing selection. Should an apartment become available during the year, a married couple on a waiting list may be housed in a one bedroom or efficiency apartment. Documentation of marriage is required. Children are not permitted to reside in the apartment complex.

Reassignment: The university reserves the right to change room assignments at its discretion, including, but not limited to, the right to reassign any resident of the University Apartments to traditional on-campus housing in the event of any violation of residential policies or because of other university policies or procedures.



INDEX

Academic Services.....	10	Judicial Record Retention.....	23
Admissions	10	Judicial Review Board	22
Alcohol Policy	20	Judicial System.....	22
Alma Mater	4	Lost and Found.....	15
Apogee.....	10	Mail Services.....	13
Appeal Procedures	23	Official Communication.....	5
Athletics.....	8	OSACS (Student Activities and Community Services).14	
Bias Policy.....	17	Parental Notification	21
Campus Recreation	10	Planning, Assessment, and Institutional Research	13
CAPS (Counseling and Psychological Services).....	11, 18	Postings and Other Advertisements	24
Career Services.....	10	Prohibited Items in Residence Halls.....	29
COAR (Community Outreach and Resources)	10	Rappahannock Council Against Sexual Assault (RCASA).....	18
Code of Conduct	15, 17	Registrar	13
Community Responsibilities	16	Residence Halls, Security.....	21
Community Standards	16	Residence Life Office	14, 18
Community Values, Statement of	3	Residence Life Policies	26
Commuting Student Services	10	Room Furnishings	27
Copy Center Services	10	Safety Escort Service	15
Counseling and Psychological Services (CAPS).....	11, 18	Searches and Seizures	24
Dean of Student Life.....	18	Self-Determination of Community Values	24
Dining Services	11	Sexual Misconduct Policy.....	18
Directives from University Officials	21	Simpson Library	14
Disability Services	11	Smoking Policy.....	21
Disorderly or Obscene Conduct	21	Snow Emergency, Parking	15
Drug Policy.....	19	Solicitation	25
Drug Search and Seizure.....	24	Spirit Rock	24
EagleOne Cards	11	Student Activities and Community Service (OSACS) ..	14
Endangering Health and Safety	21	Student Conduct Hearing Board	22
Facility Scheduling	10	Student Grievance Procedure	14
FERPA (Family Educational Rights and Privacy Act).13		Student Services Center.....	15
Financial Aid	12	UMW Alert System.....	5
Hazing	19	UMW Apartments	30
Health Center	12, 18	University Name, Seal, and Logo	4
Health Insurance.....	12	University Police	15, 18
Honor Code	19	Use of the UMW Name, Seal, and Logo	25
Information Technologies.....	12	Virginia Freedom of Information Act.....	25
International Academic Services.....	12	Weapons Policy.....	21
James Farmer Multicultural Center	12	Wellness Resource Center	10
Judicial Affairs and Community Responsibility.....	13	Writing Center.....	15
Judicial Process Rights and Responsibilities	22		